



APPLICATION FOR RECORDS RETENTION SCHEDULE

10F3

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

930223-02 10F3

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 01/04/93	1. Agency Address Georgia Student Finance Commission Georgia Higher Educ. Assistance Corp. 2082 East Exchange Place, Suite 200 Tucker, GA 30084	Application Number 73-0178A	Date Received FEB 28 1993
Application Number 73-178		Date Completed 8/23/94	
2. Person to Contact Robert McCants		Working Title Executive Deputy Director	
		Telephone Number 493-5402	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 73-178 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest July, 1988		5. Records Series Title (followed by title used in office; if different) continuous Lender Disbursement & Change of Status Reports File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The function of the Higher Education Assistance Corporation is to: (1) Guarantee student educational loans made by eligible lending institutions. This includes the receiving, evaluating, and processing of all student applications for loan guarantee. Approved applications are then processed for guarantee by the Corporation. (2) Represent or act as agent for all eligible lending institutions for the purpose of fulfilling requirements of Federal laws, rules, regulations or formulas pertaining to the use of federal funds on guaranteed student loans. This includes student enrollment verification; administering an Escrow Disbursement System; Reviews, pays and collects defaulted loans; filing of all necessary documents, reports and information with the U.S. Office of Education; maintenance of all accounting and other records for audit purposes and/or future reference; enforces Federal and state laws, regulations, and statutes for the guaranteed loan program.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: The disbursement of student loan funds by lending institutions, and to changes by the lender to the status of students or student's loans. Included are: Copies of GHEAC-10 Student Loan Disbursement Reports and GHEAC-11, Student Loan Change of Status Reports. ALSO IN 930223-05 ALSO IN 930223-02			
File is arranged: alphabetically by lender			
8. Monthly Reference Rate How often are records referred to which are: One to six months old 2; Seven to twelve months old 1; Thirteen to twenty-four months old 1; twenty-five months and older 1			
9. Annual Rate of Accumulation of Records Letter-size drawers 8; Legal-size drawers; Shelves; Other (specify)			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
X		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation. Privacy Act
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|-----------------|-----------------------------------|-----------------|
| a. State Law | <u>0</u> years. | d. Audit period | <u>0</u> years. |
| b. Statute of limitation | <u>0</u> years. | e. Administrative need | <u>4</u> years. |
| c. Federal law | <u>0</u> years. | f. Federal retention instructions | <u>0</u> years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

These files contain copies of reports filed with GHEAC by the lender and are needed to research discrepancies on a student loan, as well as, verify reason for update.

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other _____ then,

- ☒ Hold in the current files area 6 month(s) 0 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3½ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature) <i>[Signature]</i> 920223-02	Date 2-17-93	Records Management Officer (Signature) <i>[Signature]</i>	Date 2-17-93
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature) <i>[Signature]</i>	
State Auditor/Designee		Date	
Secretary of State/Designee		Date	
Attorney General/Designee		Date	

See Signature Sheet

STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

Application #930223-02

Sheet 3 of 3

Schedule Number: 73-0178-A

Effective Date: 08/23/94

Superseded Schedule Number: 73-0178-A

Effective Date: 03/22/73

Creating Agency: Georgia Student Finance Commission
Georgia Higher Education Assistance Corporation

Series Title: Lender Disbursement and Change of Status Report Files.

Dates Covered: 1988 - [ongoing].

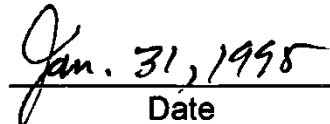
Access: Closed (legal citation not provided).

Disposition
Instructions: Cut off at end of fiscal year.
Hold in current files area six (6) months.
Transfer to State Records Center and hold three and one half
(3-1/2) years.
Destroy.

State Records Committee has authorized the approval of these disposition instructions for the records series described in the attached records retention schedule application.



Edward Weldon
Secretary of State Designee


Date

STATE RECORDS COMMITTEE

Approval Signature Sheet

Records Retention Schedule

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Sheet 3 of 3

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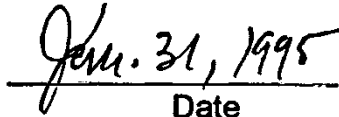
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